



DEPARTMENT OF VETERANS AFFAIRS
DEPUTY ASSISTANT SECRETARY FOR
HUMAN RESOURCES MANAGEMENT AND LABOR RELATIONS
WASHINGTON DC 20420

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HUMAN RESOURCES MANAGEMENT LETTER NO. 05-05-05

**Interim Instructions Concerning the Implementation of the
Presidential Management Fellows Program Under 5 CFR, Part 362**

1. Purpose. This Human Resources Management Letter (HRML) provides guidance on the implementation of final regulations on the Presidential Management Fellows (PMF) Program under 5 CFR, Part 362 issued by the Office of Personnel Management (OPM) in the *Federal Register* on May 19, 2005.


2. Background. One of the requirements contained in these regulations is that departments and agencies must develop and implement policies and criteria for the promotion of Fellows in accordance with 5 CFR 362.204(d). OPM has provided additional guidance that departments/agencies participating in the PMF Program must have promotion policies in place by January 1, 2006.

3. Discussion. Revised policies and criteria for the promotion of Fellows are under development and will not be available until after January 1, 2006. Existing VA promotion procedures for PMFs as detailed in this HRML will serve as the interim promotion policy until new promotion policies and criteria are approved.

4. Guidance.

- a. Fellows may be promoted to the GS-11 level upon the satisfactory completion of 1 year of continuous service.
- b. Fellows may be promoted to the GS-12 level on or after the conversion to the competitive service.
- c. Fellows are subject to the time-in-grade requirements of 5 CFR, Part 300, Subpart F, as stated in VA Handbook 5005, Part III, Appendix B.
- d. This guidance does not confer entitlement to promotion.

5. Questions. Questions relative to the content of this HRML may be referred to Recruitment and Placement Policy Service via e-mail to Staffing Policy 059/VACO@va.gov or by telephone to (202) 273-9827 for referral to a Specialist.


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